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STATE OF TENNESSEE
DEPARTMENT OF HUMAN RESOURCES
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Deborah E. Story
COMMISSIONER

July 29, 2009

Name
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Dear :

The purpose of this correspondence is to provide information to you regarding the 2009 Sick Leave Bank (the Bank) assessment and update you on revisions to the Bank Guidelines.

Tennessee Code Annotated Section 8-50-906(c) and the Bank Guidelines state that the Board may assess members at any time deemed advisable. The Bank Guidelines require a one (1) day assessment of its members each October 1st for continued membership in the Bank. In order to maintain your membership in the Bank, you must honor this October 1, 2009, assessment.

The Department of Human Resources will process the assessment of current members based on sick leave balances at the end of September. Remember, the Bank members who work or who are on paid leave the major portion of September accrue one (1) day of sick leave for that month. **Please be aware if you fail to save one (1) sick leave day and miss the October 1st assessment your membership in the Bank will terminate immediately.** Therefore, you must accrue and save a minimum of one (1) sick leave day as of **September 30, 2009**, and hold one (1) sick leave day until the assessment is complete. Your October 31, 2009, Edison on-line paycheck will document your successful donation of one (1) day of sick leave to the Bank. You may contact your departmental human resources office should you have any questions about your leave accrual status or your membership in the Bank.

Members who do not accrue a day of sick leave in September 2009 must notify the Bank Administrator and their human resources office as soon as they return to work and accrue one (1) day of sick leave. **In order to maintain membership in the Bank, you must hold that one (1) day of sick leave until you see the deduction on your paycheck.** In accordance with Guideline VI.1(e), the Bank considers employees who return to work and accrue one (1) day of sick leave but do not hold that day for donation to the Bank as failing to honor an assessment and as losing rights to membership in the Bank.

An assessment cleanup run will occur in September 2009 for members who were not in leave accruing status and missed the 2008 assessment but have now returned to work and are holding a sick leave day for donation. Therefore, it is imperative that those members continue to hold that day of sick leave to honor the missed 2008 assessment as well as one (1) day of sick leave for the October 2009 assessment. Should you have questions regarding your leave balance, please contact your human resources office.

*******IMPORTANT*******
SICK LEAVE BANK ASSESSMENT OCTOBER 1, 2009

We are pleased to report that the legislature passed a revision to the Bank law that now allows for leave grants for up to thirty (30) consecutive days for which the member would otherwise have lost pay. This is a change to the original law which only allowed for leave grants in increments of no more than twenty (20) days. We feel that this will benefit members with catastrophic illnesses or injuries. However, just as with the original twenty (20) day maximum grant, the approval of any days from the Bank is contingent on the member's medical condition at the time of application and the medical certification provided by the treating medical doctor/surgeon.

Along with the Bank staff, we have worked to revise the guidelines to make them more user-friendly and there is a copy enclosed for your review. As you can see, the guidelines have been reordered and regrouped by topics to make it easier to find specific guidelines. We have also made revisions to reflect changes to the Bank laws, clarify the timeframes, and improve the application process for members who are terminally ill. Below is a brief summary of guideline changes.

- Guidelines III.3, III.7(c), and III.7(d) clarify thirty (30) workdays for filing an application.
- Guideline IV.1 provides that leave grants from the Bank shall not be more than thirty (30) consecutive days for which the individual member would have otherwise lost pay.
- Guideline III.8(d) allows, under defined circumstances, completion of a subsequent Medical Certification form by a nurse for a member diagnosed as terminally ill.
- Guideline III.8(e) allows submission of a death certificate when a member dies while receiving grants from the Bank.

Keep in mind when applying for grants from the Bank that you must file the initial application within two (2) weeks prior to but no later than thirty (30) workdays after the expiration of all sick, compensatory, and annual leave balances. In the event that you are physically or mentally unable to file an application, a family member or agent may file the application on your behalf. In case of an emergency, make sure your family knows you are a member of the Bank. We recommend that you keep a file with a current copy of the Bank Guidelines, the application checklist, and important papers such as insurance policies and telephone numbers for your supervisor and your human resources office. Be sure to keep this file updated to give your family easy access to critical information.

Open enrollment for the Bank is August, September, and October. Make sure that your co-workers who are not members of the Bank know about open enrollment and so they can consider the benefits of membership in the Bank. If you have any questions regarding the assessment process or have questions regarding the Bank Guidelines, please contact your human resources office or you may visit the Bank website at <http://tn.gov/dohr/employees/sickleave/sickleave.html>. You can find the Bank Guidelines, enrollment brochure, forms, and application checklist at this website.

Sincerely,

SLB Board of Trustees

Enclosures

*****IMPORTANT*****

SICK LEAVE BANK ASSESSMENT OCTOBER 1, 2009